

Seasonal Sales License Application

General Information: Municipal Code 4.08

No individual, including an employee or agent of a group of individuals, partnership, or corporation, whether a resident of the City or not may engage in the operation of any business, operation, event or activity described, whether implicit or implied, within this ordinance without first obtaining a license as provided in this chapter. (Ord. 2977 §1, 1961) An applicant is responsible for submitting an application and obtaining the appropriate license for the type of business being conducted in the City and Urban Growth Boundary. In addition to the specific license activity, an applicant is responsible for applying for and paying the appropriate annual fees for a City occupation (business) tax in accordance with Section 4.08 of the Municipal Code.

This application is to be used for individuals intending to operate a business that meets the following definitions:

“Seasonal Sales” is defined as any person, whether owner or otherwise, whether a resident of the City or not, who, for a time limited to 90 days per fiscal year, engages in a temporary business of selling and delivering goods of an agricultural nature. (Agriculture is defined as the cultivation of animals, plants, fungi, and other life forms for food.) Merchants desiring seasonal sales licenses must provide proof of permission of a private property owner where the merchandise will be sold from.

Operations Standards:

All uses licensed under this chapter shall comply with all relevant standards contained in this section.

1. Hours of operation. Seasonal Sales Merchants shall be allowed to engage in their licensed business between 7:00 a.m. and 11:00 p.m., Monday - Sunday.
2. Public health codes Seasonal Sales merchants shall comply with all applicable Josephine County Department of Public Health requirements.
3. Building and fire codes. Seasonal Sales merchants shall comply with all applicable City Building and Fire Codes.
4. ADA. The proposed vending activity shall not violate the Americans with Disabilities Act.
5. Alcoholic beverages. Seasonal Sales Merchants shall not offer alcoholic beverages for purchase.
6. Display of license. The permittee shall obtain and maintain in effect all required permits and business licenses and display the permit or license at the vending site in a manner approved by the Finance Department.

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7. Amplified music. Seasonal Sales Merchants shall not use amplified music in conjunction with their use.

In addition to the applicable General Standards of Operation detailed above, Seasonal Sales Merchants shall be subject to the following standards:

1. Seasonal Sales Merchants shall be limited to no more than ninety (90) days per fiscal year, to be specified at time of application,
2. Seasonal Sales Merchants may only operate on private property and shall vacate premises no later than 11:00 PM each night unless as otherwise specified in this ordinance;
3. Private lots containing temporary uses must meet the most basic requirements for site accessibility of pedestrians and motorists.

Application Process:

The permit application process begins when you submit this completed application to the City of Grants Pass. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. The application will be reviewed in accordance with Chapters 4.08 of the Grants Pass Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations. Copies of the application and required supporting documents are forwarded and reviewed by all affected City departments and/or public agencies.

Required items:

Applicant must provide:

1. A complete application
2. A copy of the applicant's certificate of liability insurance naming the City as an additional insured. The amount required shall be in accordance with the most recently adopted number as per Ordinance 5517 and Resolution 5682.
3. A copy of Food Handlers Card – if applicable (State of Oregon regulations require every commercial food worker who is involved in public food handling and preparation, to acquire a certified food handlers card.)
4. A copy of a valid Oregon motor vehicle operator's license
5. A business tax application

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Seasonal Sales Merchant License Application

Business Name: _____

Applicant's True Name: _____
First Middle Last

Applicant's Physical Address: _____
Street Address

City State Zip code

Applicant's Mailing Address:
(if different from physical) _____
Mailing Address

City State Zip Code

Telephone _____
Home Cell

Business Alternate

E-mail

Description of the nature of the business operation the applicant will conduct to include a description of agricultural goods, the applicant will offer for sale:

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Business Name: _____

Location and Zoning district where applicant will be conducting business: _____

Provide specific days within a calendar month when the use will be occurring (time frame is limited to 90 days in a fiscal year).

Hours of Operation: _____

I the property owner of the aforementioned address acknowledge and approve of this use on my property.

Property Owner Name (Please Print)

Property Owner Signature

Applicant Signature

Date

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Seasonal Sales Merchant

Business Name: _____

Finance Staff to collect the following:

_____ A complete application

_____ A copy of valid Food Handlers Card (if applicable)

_____ A copy of a valid Oregon motor vehicle operator's license

_____ Business and Occupation Tax Certificate application____ - _____

_____ A copy of Certificate of Liability insurance

_____ Take Picture _____ (Picture Number)

_____ Fees Collected:

(NOTE: No fees (**background & license**) are required for Seasonal Sales if the person selling the products of the farm or orchard were also the producer. A background check, license and application are required.)

_____ **Background** Check (\$10.00 per individual)

_____ **License** and Application Fee (\$20.00)

_____ Business Tax Fee (see scale)

Route Completed form to Public Safety:

Public Safety

Date Routed to _____

Background (circle one)

Approved

Denied

If denied, attach written documentation regarding denial to the application and route packet to Community Development

Signature

Date

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Seasonal Sales Merchant

Business Name: _____

Route to Parks & Community Development:

Parks & Community Development

Date Routed to _____

Zones (circle one)

Approved

Denied

If denied, attach written documentation regarding denial to the application and return packet to Customer Service

Signature

Date

Route to Customer Service:

Customer Service:

Date routed to: _____ Date Returned _____

Card Created _____ Applicant Contacted _____

Signature of individual issuing license

Date